



Note: This schematic outline presents a parallel plan checking process described by panelist Alan Taransky at the February 4, 2014 meeting of ABAG's Regional Planning Committee, a locally adapted version of which is currently in use by City of San Mateo.

Parallel Design and Plan Check Outline

The goal of parallel plan check is to obtain City participation, review and approvals during the design process and eliminate a formal plan check submittal process. This streamlines the process because it eliminates time-consuming resubmittals and long waiting periods while plans are reviewed and/or revised. It also eliminates errors in the plans because the plan check engineers become more familiar with the project over time. The following outline provides an example of how meetings could be structured during each project phase, including review items and sign-off milestones for obtaining a building permit without a formal plan check submittal.

Concept / Schematic Design Parallel Plan Check Meetings

Kick-Off

The parallel plan check process would start with a kick-off meeting with the designated plan check engineers and officials for Planning, Building and Safety, Fire and other divisions identified by city staff. The purpose of this meeting is to introduce all parties to the project and give city staff the opportunity to provide input about the schedule and sequencing for the process. In addition, the team would agree upon submittal format and delivery methods for all documents and correspondence.

SD Meeting-1

Planning:

- Review current site plan application and status
 - Project vehicle access
 - Setbacks
 - Building height
 - Parking criteria
 - Identify critical planning criteria necessary to address in planning application.

Building and Safety – Architectural:

- Review, confirm and sign-off on basic code analysis information
 - Type of construction
 - Building height
 - Number of stories
 - Occupancy groups
 - Application of special code provisions
 - Sprinkler type

Fire Prevention and Life Safety

- Review overall fire access concept diagram
 - Identify any necessary alternate means and methods necessary
 - Identify information necessary for review of fire access plan

SD Meeting-2

Planning

- Follow up on items from SD meeting-1
- Review status of current planning applications submitted to the city.
- Review parking requirements for residents, guests, parks, disabled access
- Review open space and park plan information
- Review Specific Plan requirements

Building and Safety – Architectural:

- Follow up on items from SD meeting-1
- Finalize and approve basic code analysis from SD meeting-1

Fire Prevention and Life Safety

- Follow up on items from SD meeting-1
- Review final schematic design plans in order to proceed with SD Fire Master Plan preparation

Design Development Parallel Plan Check Meetings

DD Meeting-1

Planning

- Review status of current planning applications
- Review civil and landscape plans
- Review city standard conditions of approval required for project

Building and Safety – Architectural:

- Review of preliminary exiting plan
- Review preliminary fire areas, fire walls and allowable area analysis
- Review preliminary opening protection analysis
- Review preliminary occupancy separations
- Review preliminary accessible site plan

Building and Safety – Structural:

- Review structural basis of design for type-I and type-III components
- Review geotechnical report and foundation design criteria
- Identify supplementary structural review items necessary for early review

Fire Prevention and Life Safety

- Review progress of Fire Master Plan Draft

DD Meeting-2

Planning

- Follow up on items from DD meeting-1
- Review status of current planning applications
- Review civil and landscape plans

- Review city standard conditions
- Identify criteria for final planning submittal documents

Building and Safety – Architectural:

- Follow up on items from DD meeting-1
- Review fire resistive rated construction requirements to include the following
 - Parapets
 - Elevator lobbies
 - Floor-ceiling, roof-ceiling and wall assemblies
 - Corridors
 - Stairs
 - Exhaust and elevator shafts
 - Draft-stops
 - Fire stopping
- Review fire wall assemblies and details
- Review building fire rated assemblies for type-I and type-III construction
- Review preliminary mechanical, electrical and plumbing systems narratives
- Review fire protection systems – Fire alarm and fire sprinkler systems narratives
- Review preliminary door and window schedules

Building and Safety – Structural:

- Follow up on items from DD meeting-1
- Finalize/approve structural basis of design for type-I and type-III components
- Review geotechnical report and foundation design criteria
- Identify supplementary structural review items necessary for early review

Fire Prevention and Life Safety

- Follow up on items from DD meeting-1
- Review progress of Fire Master Plan Draft
- Review of preliminary exiting plan
- Review fire rated construction requirements

DD Meeting-3

Planning

- Follow up on items from DD meeting-2
- Submit documents for final planning approvals

Building and Safety – Architectural:

- Review follow up on items from DD meeting-2
- Finalize/approve fire areas, fire walls and allowable area analysis
- Finalize/approve opening protection analysis
- Finalize/approve occupancy separations
- Finalize/approve building exiting plans with the following components:
 - Exit separation
 - Exit path and travel distance
 - Common path of egress travel
 - Exits per level
 - Accessible means of egress
 - Area of refuge
 - Horizontal exits
 - Corridors
 - Egress balconies

- Exit passageways
 - Stairways
 - Occupant load analysis
 - Guardrails
 - Exit, door and stair width
- Finalize/approve accessible design with the following components:
 - Site and building path of travel
 - Public areas accessibility provisions
 - Unit plan accessibility provisions
 - Accessible parking design and requirements
- Finalize/approve door and window schedules
 - Fire ratings
 - Width and height requirements
- Review green building criteria

Building and Safety – Structural:

- Follow up on items from DD meeting-2
- Review progress of structural plans and details
- Finalize/approve supplementary structural review items
- Finalize/approve geotechnical report and foundation design criteria

Fire Prevention and Life Safety

- Fire Master Plan submitted to Fire Prevention and Life Safety Division for review and approval

Construction Documents Parallel Plan Check Meetings

CD Meeting-1

Planning

- Finalize/approve planning approvals

Building and Safety – Architectural:

- Review architectural coordination with SMEP systems
- Review fire protection systems – Fire alarm and fire sprinkler systems
- Prepare documents for back-up generator approval

Building and Safety – Structural:

- Review preliminary foundation plans
- Review preliminary framing plans
- Review preliminary roof framing plans
- Review typical concrete and wood details
- Review preliminary structural calculations

Building and Safety – Mechanical:

- Review garage exhaust systems and ventilation systems
- Review unit mechanical systems
- Review appliances and equipment

Building and Safety – Electrical:

- Review high voltage design and transformers
- Review single line diagrams and load calculations
- Review exit signs locations

- Review back-up power (generator) and emergency lighting

Building and Safety – Plumbing:

- Review waste and vent systems
- Review gas and water piping systems
- Review roof drainage
- Review storm drain system
- Review storm water treatment systems
- Review plumbing schedules

Fire Prevention and Life Safety

- Finalize and approve occupancy and use
- Finalize and approve egress path and door schedule
- Review status of Fire Access plan
- Review exit sign and life-safety signage

CD Meeting-2

Building and Safety – Architectural:

- Follow up on items from CD meeting-1
- Review architectural coordination with SMEP systems
- Review of dwelling units light and ventilation
- Review of acoustical assemblies for floors and walls
- Review of Attic ventilation
- Review of door and window schedule
- Review of safety glazing locations
- Review of safety roof slope and drainage design
- Review of fire retardant roof materials

Building and Safety – Structural:

- Follow up on items from CD meeting-1
- Review of structural calculations
- Review of foundation plan
- Review of garage slab plans
- Review of floor and roof framing plans
- Review of geotechnical requirements

Building and Safety – Electrical:

- Follow up on items from CD meeting-1
- Finalize/approve high voltage design and transformers
- Finalize/approve single line diagrams and load calculations
- Finalize/approve panel schedules
- Finalize/approve exit signs locations
- Finalize/approve back-up power (generator) and emergency lighting
- Review lighting and photometrics
- Review energy compliance
- Review panel schedules

Building and Safety – Mechanical:

- Follow up on items from CD meeting-1
- Finalize/approve garage exhaust systems and ventilation systems
- Finalize/approve unit mechanical systems
- Finalize/approve appliances and equipment

- Review energy compliance – Title 24

Building and Safety – Plumbing:

- Follow up on items from CD meeting-1
- Finalize/approve waste and vent systems
- Finalize/approve gas and water piping systems
- Finalize/approve roof drainage
- Finalize/approve storm drain system
- Finalize/approve storm water treatment systems
- Finalize/approve schedules

Fire Prevention and Life Safety

- Finalize/approve Fire Master Plan. Project approved by Fire Prevention and Life Safety Division

CD Meeting-3

Building and Safety – Architectural:

- Follow up on items from CD meeting-2
- Review architectural coordination with SMEP systems
- Finalize/approve dwelling units light and ventilation
- Finalize/approve acoustical assemblies for floors and walls
- Finalize/approve Attic ventilation
- Finalize/approve door and window schedule
- Finalize/approve safety glazing locations
- Finalize/approve safety roof slope and drainage design
- Finalize/approve fire retardant roof materials
- Finalize/approve outstanding architectural items

Building and Safety – Structural:

- Follow up on items from CD meeting-2
- Finalize/approve structural calculations
- Finalize/approve foundation plan
- Finalize/approve garage slab plans
- Finalize/approve floor and roof framing plans
- Finalize/approve geotechnical requirements
- Finalize/approve outstanding structural items

Building and Safety – Electrical:

- Follow up on items from CD meeting-2
- Finalize/approve lighting and photometrics
- Finalize/approve energy compliance
- Finalize/approve panel schedules
- Finalize/approve outstanding electrical items

Building and Safety – Mechanical:

- Follow up on items from CD meeting-2
- Finalize/approve energy compliance – Title 24
- Finalize/approve outstanding mechanical items

Building and Safety – Plumbing:

- Follow up on items from CD meeting-2
- Finalize/approve outstanding plumbing items

City Approval

City Building permit approved after CD meeting-3

- Prepare final city approved sets of plans for inspection and field
- Commence with building permits fee calculations
- Issue building permit for construction